

SiteManager **Training Manual**



Module A
Chapter 2

Contract Administration
Contract Records
Contract Authority

Section A-1-2-7-2

Viewing Contract Authority

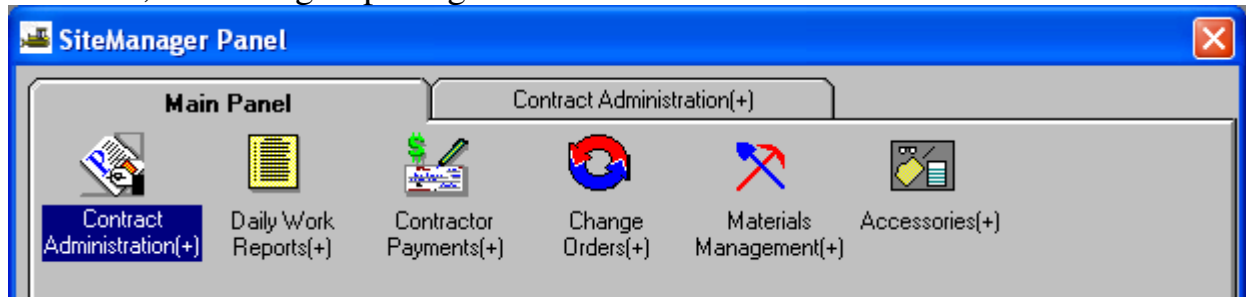
Student's Version

Indiana Department of Transportation
October 2007, Version 3.7b

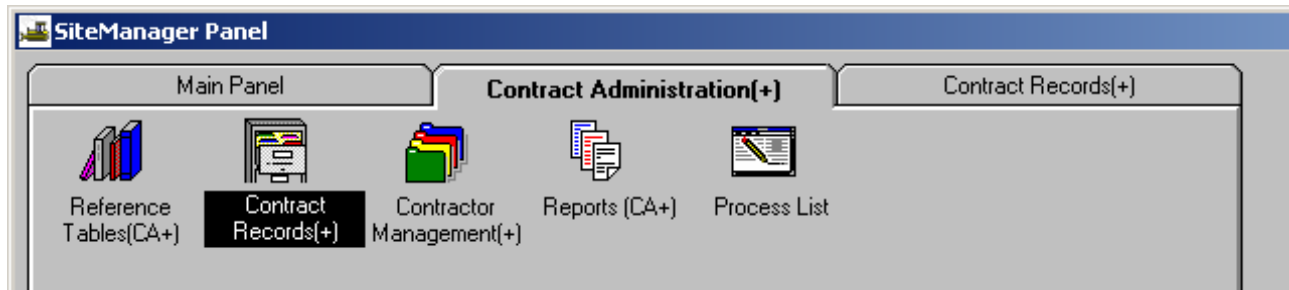
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Viewing Contract Authority

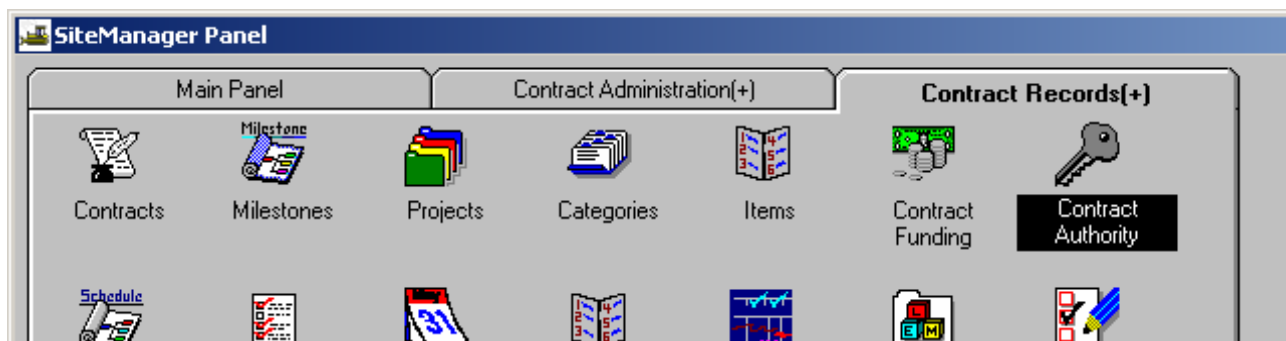
This document will explain how to view, a user's Authority to a specific contract. The Contract Authority panel displays the users, office levels, office-wide access indicator, and user group assignments.



“Double-click” on the **Contract Administration (+)** icon located on the Main Panel.



“Double-click” on **Contract Records (+)**.



“Double-click” on **Contract Authority**.

Contract Authority

User Identification

User ID	User Name	CO	DO	AE	Active
clt	Certified Testing Tech	Yes			<input checked="" type="checkbox"/>
CHFENGR	Chief Engineer	Yes			<input checked="" type="checkbox"/>
d90hchie	Chief, Hank R.	No	660		<input checked="" type="checkbox"/>
mrcjar	Clarence, Jonathon	Yes			<input type="checkbox"/>
d90bclip	Clipper, Buzz	No	660		<input checked="" type="checkbox"/>
mrcran	Crane, Icabod	Yes			<input type="checkbox"/>
d90ccret	Crete, Conrad	No	650		<input checked="" type="checkbox"/>
d90rday	Day, Rainey	No	630		<input checked="" type="checkbox"/>
d90sdey	Dey, Sonny	No	660		<input checked="" type="checkbox"/>

Contract Authority Assignment

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
District Construction Technician	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	8/25/2006 10:02:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	8/25/2006 10:02:	
District Construction Technician	<input checked="" type="checkbox"/>	R -90004	INTERSECTION IMPROVEMENT AND TRAFFIC	8/21/2006 16:21:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 12:41:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 12:42:	
District Construction Technician	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:25:	
District Construction Technician	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:25:	

The **Contract Authority** window appears. Use the Find, Filter or Sort functions to locate the appropriate **User ID** or **User Name**.

“Click” on the appropriate **User ID** or **User Name** of the person.

The contract and user group assigned to the person selected appears in the bottom panel.

Group Description: The **Group Description** contains all the current user's active group assignments.

Contract Description: **Contract Description** is the description of the contract, when a user is assigned rights. It is automatically populated.

Authority Start Date: The **Authority Start Date** is the date when a user is assigned rights. It is automatically populated.

Authority End Date: The **Authority End Date** is the date when a user is removed from a contract it is automatically populated.

AASHTO SiteManager

File Services Window Help


Contract Authority Close

User Identification

User ID	User Name	CO	DO	AE	Active
ctt	Certified Testing Tech	Yes			<input checked="" type="checkbox"/>
CHFENGR	Chief Engineer	Yes			<input checked="" type="checkbox"/>
d90hchie	Chief, Hank R.	No	660		<input checked="" type="checkbox"/>
mrlclar	Clarence, Jonathon	Yes			<input type="checkbox"/>
d90bclip	Clipper, Buzz	No	660		<input checked="" type="checkbox"/>
mrlcran	Crane, Icabod	Yes			<input type="checkbox"/>
d90ccret	Crete, Conrad	No	650		<input checked="" type="checkbox"/>
d90day	Day, Rainey	No	630		<input checked="" type="checkbox"/>
d90sdey	Dey, Sonny	No	660		<input checked="" type="checkbox"/>

Contract Authority Assignment

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
District Construction Technician	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	8/25/2006 10:02:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90001	INTERSECTION IMPROVEMENT AND TRAFFIC	8/25/2006 10:02:	
District Construction Technician	<input checked="" type="checkbox"/>	R -90004	INTERSECTION IMPROVEMENT AND TRAFFIC	8/21/2006 16:21:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 12:41:	
Project Engineer/Supervisor	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/12/2006 12:41:	
District Construction Technician	<input type="checkbox"/>	R -90006	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:25:	
District Construction Technician	<input type="checkbox"/>	R -90007	INTERSECTION IMPROVEMENT AND TRAFFIC	10/16/2006 07:25:	

“Click the **Close**  button located on the toolbar to exit the window.

Viewing Contract Authority

Exercise A-7-1-T

Group Exercise

Lookup Contract Authority for Hank R. Chief

Log into SiteManager as d90afaul

Password pass

Log in as PE/S

Navigate from the **Main Panel**:

“Double-click” on **Contract Administration**

“Double-click” on **Contract Records (+)**.

“Double-click” on **Contract Authority**.

“Click” on the appropriate **User ID** or **User Name**: “Hank R. Chief” or “d90hchie”

“Click” on the bottom panel

“Click” the **Close** button on the toolbar.